



'Keep at home' Transition Starter Pack

*A guide for parents/carers
of Y6 students*



Term dates

2024 - 2025

Key				
Week 1	Week 2	Holiday	Inset	Weekend

September						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Mo	Tu	We	Th	Fr	Sa	Su
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dates subject to change, please always refer to the school website.

The School Day

Activity	Start	End
Starting to move towards form - bell rings	8.50am	
Registration activities/Assembly	8.55am	9.20am
Period 1	9.20am	10.20am
Break	10.20am	10.35am
Period 2	10.35am	11.35am
Period 3	11.35am	12.35pm
Lunch	12.35pm	1.20pm
Starting to move towards form - bell rings	1.20pm	
Period 4	1.25pm	2.25pm
Period 5	2.25pm	3.25pm
Comfort break/ collect mobile phones etc	3.25pm	3.30pm
End of School Day	3.30pm	

*Please note that there may be some slight changes to the school day to be finalised prior to September (however, changes will not affect the start or end time of the school day).

Transport

School Transport is currently available for children living in the areas outlined in the school's admissions policy – Middleton St George, Middleton One Row, Neasham, Bishopton, Sadberge, Great Stainton, Little Stainton, and the rural areas of Sockburn, Low Dinsdale and Hurworth Moor.

Children living in the Firthmoor area (as defined on the map which lies South of Harris Street) will qualify for "school transport" if their application for a place at Hurworth School is successful, under the sibling or distance criterion.

Darlington Borough Council has a duty to make the necessary travel arrangements for 'eligible children' under Section 508B of the Education Act 1996.

The Council will provide 'free' transport in the following circumstances:

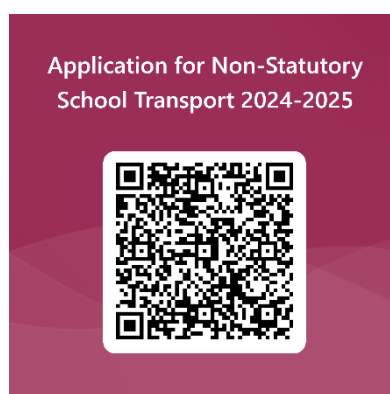
- To the nearest appropriate and/or suitable school determined by the Local Authority which is more than 3 miles from the parental address using the shortest walking route judged to be safe.
- To children entitled to free school meals or those families in receipt of the maximum level of working tax credit to:
 - 1 of their 3 nearest appropriate and/or suitable schools which is more than 2 miles but less than 6 and or
 - To the nearest suitable school on grounds of religion or belief which is more than 2 miles but less than 15.

All applications for statutory school transport must be made through the School Transport Team at Darlington Borough Council.

Hurworth School are able to offer places on existing routes to parents/carers of secondary age children; however, there will be a cost for this provision.

Parents/carers who are not entitled to 'free' transport can apply for a fare paying place on an existing school coach, however there is no guarantee that every child who applies will be allocated a place; this offer only applies to children living two miles or more from the school.

Applications for September 2024 are now open, to apply for a place complete the following form on our website or scan the QR code below: [School Transport Application 2024](#)



Email transport@hur.inicioacademies.org.uk for further information.

School drop-offs and pick-ups

Hurworth is small village and at school drop-off and pick-ups, it can be very congested at the front of the school on Croft Road.

Parents/carers should not drop off or pick up students on the roadside immediately outside of the school. Instead, if you do have to drive your child to school, drop them off and collect them from a place slightly further away from the school entrance, of course being mindful of residents.

School staff supervise outside of the school at drop-off and pick-up, managing traffic so that students can safely cross the road.

Students at the school have recently successfully campaigned for the speed limit outside of the school to be reduced to 20mph.

General Points

- Parents/Carers/family members/friends etc cannot access the school premises at the start or end of the school day (unless accessing the main office) either on foot or in any form of transport to drop off or collect their child.
- The only exception to this is if a pass has been awarded allowing access to the school site at the above times – passes will be reviewed termly.

School Transport – Safe Drop Off at the start of the School Day

- The school gate opposite the main entrance to the school will be closed between 8.45am and 9.10am and the zebra crossing will be “coned off” to prevent access to the front of the school.
- Transport dropping children off at the school enters the premises through the main school gate and follows the circular track on the yard; stopping to drop the children off at the main corridor entrance to the school before exiting the school via the track.

School Transport – Safe Release at the end of the School Day

- The school gate opposite the main entrance to the school will be closed between 3.00pm and 3.25pm and the zebra crossing will be “coned off” to prevent access to the front of the school.
- Transport should be on the school yard by 3.15pm waiting to collect the students.
- All transport waits on the yard until staff signal release when they have checked that there are no students on the yard.
- Cars and Taxis will be released first followed by school buses

Uniform

*Purchase jumpers/ polo shirts/ ties from: elizabethsschoolwear.com

**Purchase PE kit from: hurworthschool.avecsport.com

Winter Uniform <i>After October Half Term until Easter</i>	Summer Uniform <i>After Easter until October Half Term</i>
Plain white shirt (short or long sleeves)	*Hurworth maroon polo Shirt
*School tie	
Plain black standard fit trousers (Not permitted: denim, corduroy, leather, leggings, jeggings, black jeans. ¾ trousers)	
Please note that skirts are not part of our the Hurworth uniform.	
*V-Neck Hurworth School Jumper	
Coat (Not permitted: sweatshirts, hooded tops, cardigans, tracksuit tops or coats made of denim)	
Plain black shoes (maximum heel height of 4cm) (Not permitted: plimsolls, trainers, leisure boots such as Rockport, Doc Martens and Ugg boots, decorations, metal buckles, white/coloured stripes, logos)	
Bag (large enough to carry an A4 file, equipment, PE kit and a refillable water bottle)	
**PE Kit (initials can be added at an extra cost)	
Compulsory: Hurworth Jersey/ Hurworth Shorts/ Tech Pants or leggings Optional: Tech Hoodie/ Quarter Zip Jacket / Tech Pants/ Joggers/ Socks	
Additional points	
Not permitted: jewellery (including earrings), coloured or fake nails, false eyelashes, excessive and/or unnatural looking make-up, hairstyles or eyebrows with lines, patterns or symbols, multi-coloured hair, extreme hair dyes (hair must be of a natural colour).	

Please note that any infringement of the uniform policy may result in a C1 for “Incorrect uniform”. If items of jewellery are worn, the items will be confiscated until the end of the school day. If a student arrives with unsuitable footwear/trousers, he/she will loan alternatives for the day from the school office, and we expect suitable uniform items to be organised for the following school day by the parent/carer. If a student has an unsuitable hairstyle or hair colour and/or has false nails/lashes, our expectation is that the issue is resolved for the following school day. On occasion, a student will work in the Choices room, until he/she meets our uniform expectations.

Equipment

All students must arrive to school ready to learn and are expected to have:

- Pencil case
- Blue or black pens
- Purple pen (provided by school in September)
- Pencil
- Ruler
- Eraser
- Calculator (available to buy from the Maths department)
- A reading book (can borrow from School Library)
- PE kit (only on day when your child is timetabled for PE)

We also advise that your child brings a refillable water bottle each day.

*If your child is required to bring in ingredients for cooking lessons, this will be communicated to you in advance, so you have time to organise this.

Mobile phones, smart watches, headphones/airpods (or equivalents) & portable speakers

We are aware that many students travel to school with a mobile phone. However, once on school premises, students are not permitted to use a mobile phone under any circumstances. We expect students to hand in their mobile phones to the school office as soon as they arrive at school, where they will be stored safely with a name label. Students can then collect their mobile phones at 3.25pm.

If a student needs to contact a parent/carer during the school day, the school office will phone on their behalf. Likewise, if a parent/carer wishes to contact their child during the school day, they should contact the school office.

Smart watches that connect to a mobile phone are not permitted to be worn at school. Should a student arrive with a smart watch, it will be confiscated and collected at the end of the school day.

Students may not wear any headphone/airpods (or equivalents) at any time during the school day and portable speakers are not permitted.

Should a student be found to be in possession of any of the above items during the school day, a C3 red click will be awarded for "Possession of a banned item" and an after-school detention will be booked.

Class organisation

Students in Key Stage 3 are organised into mixed attainment teaching groups. Students spend lessons 1-5 with their teaching group and move around the school to specialist staff and teaching rooms depending on their timetable. For some subject areas such as PE and DT, teaching groups vary slightly.

In addition to their teaching group, students will also be allocated to a form group (C, R, S, T or W). Form classes meet with their form tutor every morning between 8.55am and 9.20am.

** Students will be told which form group and teaching group they have been allocated to on their first day in September (not on Transition Days). Any groupings experienced during Transition Days are not indicative in any way of the final groupings for September.*

*** Starting secondary school can be daunting and for some students, extra support is required to help them settle in and establish friendships. The Transition Team, the Head of Year 7, form tutors and all teaching staff support students to feel settled and confident in their teaching and form groups. Should you have any concerns, please contact us via:*

transition.enquiries@hur.inicioacademies.org.uk

Groups are carefully planned, considering all information gathered during visits to feeder primary schools in May 2024.

Homework

Homework is crucial for consolidating existing knowledge and developing further knowledge. It is our expectation that student's complete homework on time and to a high standard. Homework completion and quality are monitored by staff and recorded using ClassCharts. High-quality homework will be rewarded with a green click on ClassCharts.

A homework calendar will be shared with you each term so that you and your child are aware of homework deadlines. Failure to complete a homework task within deadline will result in a red click on ClassCharts. In addition, poor quality homework will receive a red click on ClassCharts.

All homework instructions and deadlines are also published on ClassCharts.

Depending on the task, your child may bring his/her book home, a task sheet home or be asked to complete homework digitally. To assist with the completion of homework, there are several clubs and drop-in sessions at lunchtime and after-school with computer access and staff support (timetable to be provided in September).

Should you have any query or concern relating to homework, please contact the school office who will advise you and/or forward your query to the relevant staff member:

enquiries@hur.inicioacademies.org.uk/

Curriculum

The school operates on a two-week timetable, with 25 lessons per week. Up until the end of Year 9, your child will study the following subjects:

Art, Computing, Design and Technology, English, Geography, History, Maths, Music, Physical Education, PSHCE (Personal, Social, Health, Citizenship Education), Religious Studies, Science and Spanish.

Students also follow a Careers programme.

Learning Journeys for all aspects of the curriculum can be viewed on the school website: [Hurworth School \(inicioacademies.org.uk\)](http://Hurworth School (inicioacademies.org.uk))

**In Years 10 and 11, your child will study English, Maths, Science, PE, SMSC and his/her chosen option subjects only.*

Students complete regular assessments in all subject areas and parents/carers are kept updated of progress regularly via three Progress Reviews and one Parents' Evening each year.

ClassCharts

To promote and reward positive attitudes and behaviour, our staff use ClassCharts. All parents/carers have access to their child's ClassCharts account via an app. A code will be sent to you in September.

https://pages.classcharts.com/wpcontent/uploads/Class_Charts_for_parents_guide.pdf

Students receive positive points via green clicks. Green clicks can be achieved for many positive actions, in and outside of lessons. Points are accumulated and students are rewarded regularly in assemblies, weekly reward stations and end of term celebrations. Students can also spend their positive points in the rewards shop.

Students may also receive praise postcards from their subject teachers and Head of Year. We also celebrate student success via social media and phone calls home.

We encourage parents/carers to congratulate their child on receiving green clicks and praise postcards which parents/carers receive notifications of via the ClassCharts app.

When a student makes a poor choice (displaying a poor attitude to learning or poor behaviour), staff will award red clicks via ClassCharts and these red clicks increase in severity (C1/C2/C3). These red clicks result in sanctions such as detentions (including after-school). In some instances, it is necessary for a student to be removed from lessons due to him/her adversely affecting the learning of others. In these instances, the student will work in the Choices room. Ultimately, we expect that all students make positive choices as this ensures that all students can thrive and learn in a calm and respectful environment.

ClassCharts data is regularly reviewed by our staff and support and interventions are put in place for any student who is consistently failing to meet our expectations. At times, parents/carers will receive phone calls and be requested to attend meetings to discuss their child's attitude to learning and/or behaviour.

We expect that parents/carers regularly access the ClassCharts app in order to monitor their child's attitude to learning and behaviour and keep track of detentions. Having regular conversations with your child about green and red clicks promotes responsibility and shows your child that staff and parents/carers have the same expectations.

Enrichment opportunities

Your child will have the opportunities to attend clubs, trips and other events. Such opportunities will be shared with your child in September and throughout the academic year as they become available. An updated timetable of Enrichment Opportunities will be published in September.

We encourage all students to participate in Enrichment Opportunities as a way to develop themselves beyond the academic curriculum and also to meet new friends.

Student Support

The Student Support Team work hard to support your child's overall school experience and the team works alongside subject teachers. Your child's form tutor is the first point of contact for your child within the Student Support team as your child has a form session every morning with this tutor. Form tutors ensure that students are set up for the day ahead and if a child needs support, this will be picked up during this session. Form tutors monitor your child's ClassCharts data and have one on one conversations with them about what is going well and also where improvement or support may be needed (e.g. punctuality/homework completion/behaviour).

Should your child require further support, the Head of Year may be enlisted. Your child will also be in contact with the Head of Year during weekly assemblies, morning visits to form and throughout the school day as required.

Parents/carers will be kept informed and involved as appropriate.

Educational needs and disabilities (SEND)

As part of Year 6 Transition, the Transition Team (including the SENCO) work closely with our feeder primary schools to ascertain the needs of all students and put in place the required support.

Further detailed information about the SEND provision at Hurworth School can be found by following the Special Educational Needs link on the school website. Should you have any additional query or wish to discuss your child's needs with the SENCO, please contact transition.enquiries@hur.inicioacademies.org.uk

Medical

If your child has a medical condition or has suffered an injury and requires treatment in school, a care plan and/or risk assessment may need completing. As part of our Transition Team visits to feeder primary schools we will be asking about existing care plans in place, however we do advise that you discuss medical needs with us in the context of a secondary school being a new setting. It is parent/carers responsibility to inform school of any medical needs. Please contact us via transition.enquiries@hur.inicioacademies.org.uk

Canteen

The canteen operates a cashless biometric system. Parents/carers top up the account online. During Transition Days in June, students will set up their biometric account so that it is ready for September (parents/carers will receive links to the account). We will advise you of specific arrangements for lunchtime on Transition Days in due course, advising how much money your child need per day (because his/her biometric account will not be ready to use on Transition Days).

We are aware of all children who are eligible for Free School Meals via the Council.

Food and drinks are available at morning break and at lunchtime and the canteen staff work hard to provide a nutritious and broad selection of food choices.

Should your child have specific dietary requirements, we advise you contact us via transition.enquiries@hur.inicioacademies.org.uk and we will liaise with the canteen and set up a meeting if required, to discuss your child's dietary requirements and provide you with information such as menus and allergen lists.

Nut allergy

Hurworth is a nut free school. The school catering team take great care to ensure that food prepared and cooked within the school kitchen does not contain nuts. In addition, Food Technology Teachers also operate a nut free policy within practical food lessons. Furthermore, staff and students are asked to observe the nut free rule when bringing snacks and/or lunch into school.

Disclaimer: Whilst every effort is made to maintain a nut free environment, products such as chocolate (which may have been manufactured/ packaged within the same factory) are used / consumed on school premises.

As stated above, if your child requires a care plan for a food allergy, this must be communicated to us, and a care plan must be discussed and agreed. Please contact: transition.enquiries@hur.inicioacademies.org.uk.

Communication

The school uses both 'ParentMail' and SIMs InTouch communication system. ParentMail is a comprehensive system that aims to keep parents/carers informed about upcoming events or attendance via text and email. New parents/carers will be encouraged to sign up to this system. The system also allows you to make payments to the school on-line. Reports and other communications are sent via SIMs InTouch. ClassCharts notifications will also be sent to parents via the ClassCharts app to alert you to green clicks, red clicks and detentions.



Copies of all letters are also saved onto the school website for reference.

All logins and links to our communication systems will be provided in September.

Attendance & Punctuality

Your co-operation in ensuring regular attendance and punctuality is essential. When an absence occurs, **parents/carers are requested to contact school on each morning of their child's absence from school.** Should the absence be prolonged, please let the school know.

The school operates a First Day Contact Policy. The school will make every effort to contact parents/carers on the first day of absence. If we cannot make contact, a home visit will be made. If your child is absent for more than 3 days, a home visit will also be made.

Under current regulations school cannot authorise holidays during term time. A leave of absence form must be provided in advance of a holiday. You may face a fixed penalty notice from the Local Authority if you do take your child on holiday during term time.

The attendance percentage will be calculated from the start of the new school year. Where unagreed holidays have taken place, the school will work with the Local Authority Early Help intervention team to impose legal sanctions where appropriate, with regard to holidays, using a two-stage process. Any further clarification can be obtained from the school.

Students' punctuality is monitored, and any instances of lateness are recorded as red clicks on ClassCharts and on registers. Cumulative lates result in a detention.

Disadvantaged subsidy information

If your annual household income is lower than £17,500.00 you may be eligible for financial assistance with the cost of uniform and school trips. If your child is in receipt of Free School Meals, this will automatically mean they are entitled. A list of entitled students will be given to Elizabeth's Embroidery and Avec Sport as soon as we receive the information from the council/primary schools to enable you to access this financial help.

Website and social media

By visiting the school website, you will have access to information about our curriculum, parent letters, news and events, safeguarding, governance, our policies and more.



[Hurworth School \(inicioacademies.org.uk\)](https://www.inicioacademies.org.uk)

We regularly update our social media pages with notifications, helpful information and guidance, and news stories. Find us on Instagram.

Further information

School website: [Hurworth School \(inicioacademies.org.uk\)](https://www.inicioacademies.org.uk)

Email: transition.enquiries@hur.inicioacademies.org.uk

Tel: 01325 720424